



# Schedule

U.S. GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE

## Authorized Federal Supply Schedule Price List

**CONTRACTOR:**

**SUMMIT CONTRACT MANAGEMENT LLC**

P.O. BOX 69131

TUCSON, AZ 857376774

Contract Number: GS23F0038Y

Schedule Title : **Financial and Business Solutions (FABS)**

Product Service Code : **R703**

DUNS# : **140968483**

Contract Period : **June 8, 2012 - June 7, 2017**

Business Size : **Small**

Contract Administrator : **Sandra DiCosola**

Phone Number : **520-797-3408**

Fax Number : **520-838-8723**

Web Site : <http://www.summitcontractmanagement.com>

Online access to contract ordering information, terms and conditions, up-to-date pricing,  
and the option to create an electronic delivery order are available through  
GSA Advantage!, a menu-driven database system.  
<http://www.GSAAdvantage.gov>

For more information on ordering from Federal Supply Schedules, visit  
<http://www.gsa.gov/portal/content/197989>

<b>CONTRACTOR:</b> <b>SUMMIT CONTRACT MANAGEMENT LLC</b> P.O. BOX 69131 TUCSON, AZ 857376774	Schedule Title : <b>Financial and Business Solutions (FABS)</b> Product Service Code : <b>R703</b> DUNS# : <b>140968483</b> Contract Period : <b>June 8, 2012 - June 7, 2017</b> Business Size : <b>Small</b>
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## Awarded service information listed by Special Item Numbers (SINS):

### SIN:520 22 - Grants Management Support Services

#### Professional Services

##### Executive Consultant

Plans, directs, and manages the overall Schedule 520 efforts for the firm and strategically plans for the release of work and allocation of resources. The Executive Consultant interacts with government and commercial business partner executives. The Executive Consultant is responsible for reviewing and approving project plans and provides guidance and direction regarding business and technical issues. The Executive Consultant is also responsible for developing resource needs, developing continuous process improvement strategies and overall organization performance and process management.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$149.62
<b>06/08/2013 – 06/07/2014:</b>	\$152.61
<b>06/08/2014 – 06/07/2015:</b>	\$155.67
<b>06/08/2015 – 06/07/2016:</b>	\$158.78
<b>06/08/2016 – 06/07/2017:</b>	\$161.95

##### Senior Grant Specialist

Performs process reviews, and advises on preparation of grant proposals and reports. Solves complex grants accounting and financial problems. Advises on managerial grant issues. Reviews grant applications for continuation, supplemental and facilities grants compliance. Analyzes refunding and supplemental grant applications. Provides technical assistance to grantees. Monitors ongoing performance of grantees. Provides assistance to grantees on corrective action activities. Supports enforcement actions. Promotes the goals, priorities and initiatives of the Grant Office.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$124.69
<b>06/08/2013 – 06/07/2014:</b>	\$127.18
<b>06/08/2014 – 06/07/2015:</b>	\$129.72
<b>06/08/2015 – 06/07/2016:</b>	\$132.31
<b>06/08/2016 – 06/07/2017:</b>	\$134.96

##### Management Consultant

Assists and supports federal grants management personnel in all phases of the grants management process, including but not limited to assessing compliance of grantees business and financial management systems, assisting awarding agencies in ensuring grantees responsible and accountable use of funds, assisting with ensuring that grantees performance is in full compliance with grants requirements. Assists government Grants Management Officers, Grant Management Specialists and other grants management personnel with the following types of tasks: reports on financial management systems, managing the project period of performance schedule, evaluating on-going status reports, final reports and other deliverable products required under the grant program and assists in grant close-out process.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$99.75
<b>06/08/2013 – 06/07/2014:</b>	\$101.74
<b>06/08/2014 – 06/07/2015:</b>	\$103.78
<b>06/08/2015 – 06/07/2016:</b>	\$105.85
<b>06/08/2016 – 06/07/2017:</b>	\$107.97

## Grant Manager

Analyze grantor operating processes for evaluating grants. Analyze budgets and indirect costs for grant program and grant management offices. Interview grant program and grant management staff to gather data for process analysis. Analyze grant proposals, and identify relevant costs in grant approval. Analyze grantee financial statements. Advise on grantee financial accounting issues. Perform risk analysis for grant proposals, including operations and financial forecasting. Prepare written reports on grant programs and grant making processes. Make oral reports on findings and analyses.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$74.81
<b>06/08/2013 – 06/07/2014:</b>	\$76.31
<b>06/08/2014 – 06/07/2015:</b>	\$77.83
<b>06/08/2015 – 06/07/2016:</b>	\$79.40
<b>06/08/2016 – 06/07/2017:</b>	\$80.99

## Technical Writer

Provide assistance with Grant document development including statements of work and synopses, and gives expert assistance in supporting proposal evaluations and technical proposal analysis.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$95.72
<b>06/08/2013 – 06/07/2014:</b>	\$97.63
<b>06/08/2014 – 06/07/2015:</b>	\$99.59
<b>06/08/2015 – 06/07/2016:</b>	\$101.58
<b>06/08/2016 – 06/07/2017:</b>	\$103.62

## Terms and Conditions:

### 1. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s):

SIN	Description
520 22	Grants Management Support Services

### 2. Maximum order per SIN:

SIN	Maximum Order
520 22	\$1,000,000.00

### 3. Minimum order:

\$300.00

### 4. Geographic Coverage:

Worldwide

### 5. Point(s) of production (city, county, and State or foreign country):

Tucson, Arizona

### 6. Quantity Discounts:

### 7. Prompt payment terms:

00.000%-00 00.000%-00 NET 30

### 8. Government purchase cards accepted above the micro-purchase threshold:

Yes

### 9. Government purchase cards are accepted at or below the micro-purchase threshold:

Yes

### 10. Foreign Items:

N/A

### 11. Time of Delivery:

TBD Days From date of award to date of completion (services only)

### 12. Expedited Delivery:

Contact contractor for faster delivery or rush items

### 13. Overnight and 2-Day Delivery:

Contact contractor for rates for overnight and 2-day delivery

### 14. Urgent requirements:

Contact contractor for faster delivery or rush requirements

**15. F.O.B. points:**

Alaska : D - Destination  
Continental US : D - Destination  
Hawaii : D - Destination  
Puerto Rico : D - Destination

**16. Ordering Addresses:**

<b>1</b>	Sandra DiCosola President 1636 W. Copper Ridge Drive PO Box 69131 Tucson, AZ 85737 USA Ph:520-797-3408 Fax:520-838-8723 info@summitcontractmanagement.com
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**17. Ordering Procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage

**18. Payment Addresses:**

<b>1</b>	Summit Contract Management LLC Sandra DiCosola 1636 W. Copper Ridge Drive PO Box 69131 Tucson, AZ 85737 USA Ph:520-797-3408 Fax:520-838-8723 info@summitcontractmanagement.com
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**19. Warranty Provision:**

The contractor warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in this contract

**20. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):**

none

**21. Terms and conditions of repair parts:**

N/A

**22. Terms and conditions for any other services:**

N/A

**23. Terms and conditions of rental, maintenance, and repair:**

N/A

**24. Terms and conditions of installation:**

N/A

**25. List of service and distribution points:**

N/A

**26. List of participating dealers:**

N/A

**27. Preventative maintenance:**

N/A

**28. Special attributes such as environmental attributes:**

Not Applicable

**29. Section 508 compliance information:**

Not Applicable

**30. Data Universal Number System (DUNS) number:**

140968483